

Unverdorben, Martin

From: Carchman, Loreen
Sent: Wednesday, February 12, 2003 8:07 PM
To: Phillips, Robin; Adams, Candace R.; Banty, Tamara H.; Branch, Gail M.; Callicutt, Charlene; Carmines, Edward L.; Davies, Bruce D.; Elves, Robert G.; Feng, Shixia; Gaines, Ola M.; Gaworski, Charles L.; Gogova, Maria; Hughes, Michelle; Izac, Richard R.; Jerome, Ann M.; Jin, Yan; King, Valerie A.; Kinser, Robin D.; Kobal, Gerd; Lau, Raymond W.; Lemus, Ranulfo; Liang, Qiwei; Livermore, Andrew; McKinney, Willie J.; Mendes, Paul; Merriman, Lisa M; Nelson, Bettie L; Nixon, Gerry M.; Obot, Chrys J; Oey, Jan; Orłowski, Robert; Patskan, George J.; Phan, Duy Q; Podraza, Ken F.; Roethig, Hans; Sarkar, Mohamadi; Satterfield, Mary E.; Sengupta, Tapas K.; Smith, Donna C.; Tenhet, Silvia W.; Unverdorben, Martin; Vaughan, Beverly G.; Veltel, Detlef; Venable-Waple, Bristow (RD &E); Vinson, Linda B.; Walk, Roger A.; Zhang, Mingda (R&D); Williams, David L.; Hayes, Cindy S.; Pflueger, Jim T.; Werley, Michael S; Koller, Debbie
Cc: Mawyer, Denise T.; Baur, Elaine; Sadler, Terry W; Baird, Annette M.; Cash, Rose B.; Clarke, Patrice A; Bugg, Joy J.; Solana, Rick P.; Phillips, Robin
Subject: RE: NEW FINANCIAL PROCEDURE FOR PROJECT MANAGERS OR THOSE RESPONSIBLE FOR PROJECT EXPENDITURES

To comply with Finance's new requirements regarding monthly accruals, would you please provide Robin Phillips with a rough estimate/ballpark figure of the estimated time (if any) on a monthly basis will be required by YOU to spend providing the appropriate information on your projects for these requests.

Thank you,
-L

-----Original Message-----

From: Phillips, Robin
Sent: Thursday, February 06, 2003 3:40 PM
To: Adams, Candace R.; Andriot, Michelle D.; Banty, Tamara H.; Branch, Gail M.; Callicutt, Charlene; Carmines, Edward L.; Davies, Bruce D.; Elves, Robert G.; Feng, Shixia; Gaines, Ola M.; Gaworski, Charles L.; Gogova, Maria; Hughes, Michelle; Izac, Richard R.; Jerome, Ann M.; Jin, Yan; King, Valerie A.; Kinser, Robin D.; Kobal, Gerd; Lau, Raymond W.; Lemus, Ranulfo; Liang, Qiwei; Livermore, Andrew; McKinney, Willie J.; Mendes, Paul; Merriman, Lisa M; Nelson, Bettie L; Nixon, Gerry M.; Obot, Chrys J; Oey, Jan; Orłowski, Robert; Patskan, George J.; Phan, Duy Q; Podraza, Ken F.; Roethig, Hans; Sarkar, Mohamadi; Satterfield, Mary E.; Sengupta, Tapas K.; Smith, Donna C.; Spruill, David B.; Tenhet, Silvia W.; Unverdorben, Martin; Vaughan, Beverly G.; Veltel, Detlef; Venable-Waple, Bristow (RD &E); Vinson, Linda B.; Walk, Roger A.; Zhang, Mingda (R&D); Williams, David L.; Hayes, Cindy S.; Pflueger, Jim T.; Werley, Michael S; Koller, Debbie
Cc: Carchman, Loreen; Mawyer, Denise T.; Baur, Elaine; Sadler, Terry W; Baird, Annette M.; Cash, Rose B.; Clarke, Patrice A
Subject: NEW FINANCIAL PROCEDURE FOR PROJECT MANAGERS OR THOSE RESPONSIBLE FOR PROJECT EXPENDITURES
Importance: High

Dear all

Because of WSA's dramatic increase in budget from 2002 to 2003, Finance is requiring more accurate accounts of monthly spending. Every month, Finance will be requesting the following information:

- Any invoice amounts that have not been processed (either approved or sent to A/P);
- Any work that has been done, but has not yet been invoiced for the current month; and
- A brief explanation of any large discrepancy between the total amount of both invoiced and non-invoiced work and the total dollars budgeted for the month. (Examples may be: samples did not arrive in time; equipment was not in place to do the test; etc.) In providing this explanation, it would be helpful to know if you project that this discrepancy will be made up the following month or will it delay work and expenditures for each succeeding month.

Therefore, I will provide each project manager, of any project, with the dollar amount that was budgeted for that month and any invoices I have received from them to date. The main tracking focus will be on projects that has at least \$200,000 or more budgeted for this year. As it currently stands, I will be maintaining spreadsheets for each cost center. I will track monthly expenditures against each project using the copies of invoices that you submit to me and the monthly expenditure analysis which is distributed by finance.

By the 25th of each month, I will provide each project manager with the dollar amount that was budgeted for the current month and a listing of any expenditures that I have against that project (from invoices that you have sent me) so that you could provide me with the above information.

This information is necessary for us to generate reports to management explaining why we are over or under our budget targets. Compiling this information on a monthly basis will help determine what adjustments will be necessary at 2nd revised and will help us to justify our budget request for the next five years. **If your project is consistently under spent, we must give adequate explanations or we will lose these dollars to departments that need the money!**

Robin Phillips

Programs & Planning

(804) 274-3487

Unverdorben, Martin

From: Unverdorben, Martin
Sent: Wednesday, February 12, 2003 8:20 AM
To: Schleef, Raymond
Cc: Holt, Klaus von
Subject: RE: Coordination of schedules

Thank you Ray,

my suggestions would be either Friday March 7th or Monday and Tuesday morning March 17th and 18th. If those dates would be suitable for you I shall have to double check with all the other Richmond activities which are subject to perennial change.

Regards,

Martin



Martin Unverdorben
Md PhD (E-m...

-----Original Message-----

From: Schleef, Raymond
Sent: Wednesday, February 12, 2003 5:13 AM
To: Unverdorben, Martin
Cc: Holt, Klaus von
Subject: Coordination of schedules

It looks like all of us have a busy schedule and it would be good for us to coordinate our schedules for an successful meeting.

For information, I will be on vacation Feb 17-28. There is a holiday on March 3 in Germany. We have a meeting at PMRL-B on March 5 and 6 concerning a thrombosis/intimal hyperplasia study. March 24-29, I will be at a Diabetes Workshop. There are a series of holidays in April that you should know about if we plan a meeting in April. Klaus will forward you his schedule for March. Ray Schleef

-----Original Message-----

From: Unverdorben, Martin
Sent: Monday, February 10, 2003 9:59 PM
To: Schleef, Raymond
Subject: RE: Presentation

Thank you very much Ray,

I probably will be traveling to Bloemfontein in March. So on this way I might stop over in Cologne. from your and everybody else's point of view, which issues should we discuss and how much time would we need?

My personal interest comprises the functional aspects as we were elucidating today and the assessment of clinically non-validated biomarkers as well as possible new one you may have in your pipeline. I am also still interested in the issue of elevated temperature in unstable plaques.

Regards,

Martin

<< File: Martin Unverdorben Md PhD (E-mail).vcf >>

-----Original Message-----

From: Schleef, Raymond
Sent: Monday, February 10, 2003 3:12 AM
To: Unverdorben, Martin
Subject: RE: Presentation

Things are moving along nicely, the lab is running and we have both cell culture experiments and organ bath experiments starting to work. The presentation on multiple risk factors (attached below) is an attempt to make these resistant, healthy rats more sensitive to the effects of cigarette smoke. One strategy to make a better model for the effects of cigarette smoke on vascular disease. I will be presenting some of our data with Wistar and Spontaneously Hypertensive rats today at the Results Meeting. Ray Schleef

<< File: Schleef Tox_ Multiple risk factors 220103.ppt >>

-----Original Message-----

From: Unverdorben, Martin
Sent: Friday, February 07, 2003 10:06 PM
To: Schleef, Raymond
Subject: Presentation

Dear Ray,

how are things going at PMRL?

May I ask you for a favor?

During your last videoed presentation you showed some impressive slides. May I ask you for # 5; 9; 16;17;19;-23

Thank you,

Martin

<< File: Martin Unverdorben Md PhD (E-mail).vcf >>

I came across a reference to the two attached articles. They look like they might also be useful.

Best regards,

Ted

-----Original Message-----

From: Riccitelli, Veronique
Sent: Wednesday, 12. February 2003 08:54
To: Sanders, Edward
Subject: RE: Request

Ted,
Here are the articles.

<< File: JAMA.pdf >> << File: Wilson.pdf >>

-----Original Message-----

From: Sanders, Edward
Sent: Wednesday, 12. February 2003 08:40
To: Riccitelli, Veronique
Subject: Request

Véronique,

Could I please have copies of the following two papers electronically.

Thanks a million.

Ted

"Executive summary of the Third Report of the National Cholesterol Education Program (NCEP) Expert panel on Detection, Evaluation and Treatment of High Blood Cholesterol in Adults (Adult Treatment Panel III)," *J. Am. Med. Assoc.*, 285: 2486-2497, 2001.

Wilson, P. W. F., D'Agostino, R. B., Levy, D., et al., "Prediction of coronary heart disease using risk factor categories," *Circulation*, 97: 1837-1847, 1996.

Unverdorben, Martin

From: Unverdorben, Martin
Sent: Thursday, February 13, 2003 5:34 PM
To: Roethig, Hans
Subject: Accepted: Updated: Hans Roethig Staff Meeting

Unverdorben, Martin

From: Unverdorben, Martin
Sent: Thursday, February 13, 2003 5:33 PM
To: 'Marlize De Lange'
Subject: RE: 310/2002: Importation of trial products



Martin Unverdorben
Md PhD (E-m...

Thank you Marlize,

we will try to use World Courier.

The protocol arrived today. Thank you.

Martin

-----Original Message-----

From: Marlize De Lange [mailto:Marlize.Delange@farmovs-parexel.com]
Sent: Thursday, February 13, 2003 5:23 AM
To: martin.Unverdorben@pmusa.com; valerie.A.King@pmusa.com
Cc: anina.vanderbijl@farmovs-parexel.com
Subject: 310/2002: Importation of trial products

Dear Valerie and Martin

We are busy reviewing the affidavit and will provide you with the signed document as soon as possible. I had a meeting with Dr Scholtz this morning and we have scheduled a meeting with our Import/export manager to discuss the importation of the cigarettes. It will be in order if the products are shipped directly to us. Please confirm that you will use World Courier for the shipment of the products (we would prefer this).

I will let you know as soon as everything is sorted out with the importation of the products.

Kind Regards

Marlize*****

Marlize de Lange

Project Manager

FARMOVS-PAREXEL

Clinical Research Organisation

Tel: +27 51 401 3011

Fax: +27 51 444 3444

Unverdorben, Martin

From: Unverdorben, Martin
Sent: Thursday, February 13, 2003 5:32 PM
To: Wrenn, Sue; Burton, Douglas A.; Werley, Mike; Werley, Michael S; Williams, David L.
Subject: FW: 310/2002: Importation of trial products



Martin Unverdorben
Md PhD (E-m...

FYI

Martin

-----Original Message-----

From: Marlize De Lange [mailto:Marlize.Delange@farmovs-parexel.com]
Sent: Thursday, February 13, 2003 5:23 AM
To: martin.Unverdorben@pmusa.com; valerie.A.King@pmusa.com
Cc: anina.vanderbijl@farmovs-parexel.com
Subject: 310/2002: Importation of trial products

Dear Valerie and Martin

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I will let you know as soon as everything is sorted out with the importation of the products.

Kind Regards

Marlize*****

Marlize de Lange

Project Manager

FARMOVS-PAREXEL

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Fax: +27 51 444 3444